

## TRANSFER OPPORTUNITY



#### FOR STATE EMPLOYEES

#### DEPARTMENT OF INDUSTRIAL RELATIONS LABOR STANDARDS ENFORCEMENT WAGE CLAIMS ADJUDICATION

### **Deputy Labor Commissioner I**

**Position:** Deputy Labor Commissioner I

\$4111 - \$5059

**Location**: San Jose

**Duties**: Under the direction of the Deputy Labor Commissioner III, process wage claims,

determine the method to be used to resolve the claim, gather facts, hold conferences with parties, analyze information, make appropriate decisions, and follow ups to assure compliance. Serve as counter duty officer and assist person in filing claims, respond to telephone calls as information officer, and speaks to groups on labor law related matters, as assigned. On cases referred to formal hearing (98a), assists the parties through the process and enforces the Order, Decision or Award. Refers matters for formal hearings when appropriate, decides when criminal enforcement action is proper, prepares the case, presents it to the District Attorney, and assists in its prosecution. Makes inspections and audits of employer records, performs special assignments as directed, prepares

correspondence and reports, and performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

**DIR-** Division of Labor Standards Enforcement

Wage Claims Adjudication

Attn: Maria Quesada, Sr. Deputy 100 Paseo de San Antonio, Rm. 120

San Jose, CA 95113

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **June 13, 2005,** or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.



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CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.